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*Helping People  
Help the Land*

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February 28, 2006

MINNESOTA BULLETIN NO. 250-06-08

SUBJECT: FNM – TIME AND ATTENDANCE

Purpose: To remind employees of the policy for the recording and reporting of time and attendance in NRCS offices.

Expiration Date. September 30, 2006.

Title 250 of the General Manual, Part 404, Subpart D is the policy for recording and reporting of time and attendance by supervisor, employees, and timekeepers.

As stated in the policy, supervisors are responsible for ensuring that time and attendance is recorded daily. Employees are to keep supervisor and timekeeper informed of time and attendance activity. Employees may maintain their own time and attendance records. If this is the case, employees are responsible for recording time and attendance on a daily basis. Timekeepers are responsible for recording time and attendance on a daily basis.

If you have questions, contact your applicable supervisor.

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WILLIAM HUNT  
State Conservationist

DIST: AE